

MENTORSHIP PROGRAM

Rahbar College of Dentistry

INTRODUCTION

RCoD Lahore has introduced an innovative initiative called the 'Mentorship Program,' designed to provide comprehensive guidance and support to students, fostering both their professional and personal development. This program, meticulously planned and structured by the mentorship committee, is primarily targeted at first-year BDS students. Its purpose is to help these new students not only adapt to college life but also to equip them with the skills and self-assurance needed to graduate and seamlessly transition into respectable professionals.

To facilitate students, the program employs an online system to group mentors and mentees across various academic programs. Each mentor, who is part of a dedicated pool of willing volunteers, is assigned a group of 2 to 3 mentees. This approach ensures a diverse and enriching mentoring experience for all participants. Registration for the program is streamlined through e-portals, where mentors and mentees can easily express their interest and sign up.

The mentorship sessions, which can be conducted in groups or personalized, are rigorously evaluated through feedback from both mentors and mentees. The feedback forms are made available on the e-portals of students and mentors alike. This feedback mechanism ensures that the program remains responsive to the needs of the students and continuously improves. Mentees who face any challenges are referred to the support groups within the institute, ensuring they receive the necessary care and resources. The mentors regularly submit reports detailing the mentees' punctuality, any challenges they encounter, and their overall progress.

From the second year onward, participation in the mentorship program becomes optional. This flexibility allows students to choose whether to keep receiving guidance on their studies, personal development, and career growth. It also encourages them to contribute new ideas and engage actively in the mentorship community.

RCoD Mentorship Program aims to help students uncover their true potential. By fostering an environment of self-discovery and problem-solving, the program prepares students to navigate the complexities of practical life and achieve success in their chosen fields.

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MENTORSHIP COMMITTEE

The Mentorship Committee at RCoD is charged with overseeing the mentorship program's execution and ensuring compliance with its established standards. This committee, selected by the Principal, is responsible for the program's administration and assessment. The committee will meet on a quarterly basis or as needed to evaluate program performance and address any relevant matters.

The Members of the Committee are as under:

Committee In-charge:

HOD Orthodontics (Prof. Dr. Farhat Amin)

Committee members:

1. HOD Oral and Maxillofacial Surgery (Prof. Dr. Ashfaq Ur Rahim)
2. Assistant Professor Oral Medicine (Dr Ammara Anwar)
3. Senior Registrar Orthodontics (Dr. Eesha Muneeb)

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A handwritten signature in blue ink, consisting of a stylized 'P' followed by a checkmark.

Mentor-Mentee Agreement Form

Date: _____

Mentee Name: _____

Mentor Name: _____

Mentorship Duration: From ____ to ____

1. Purpose of Mentorship

The purpose of this mentorship is to support the mentee's career development, enhance specific skills, and offer guidance in achieving personal or professional goals. This agreement outlines the expectations and commitments from both the mentor and the mentee to ensure a productive and mutually beneficial relationship.

2. Roles and Responsibilities

Mentor:

- Guidance: Provide expert advice and support relevant to the mentee's goals.
- Support: Offer encouragement and motivation to help the mentee navigate challenges.
- Feedback: Deliver constructive feedback and recognize achievements.
- Availability: Maintain regular contact and be available for scheduled meetings.

Mentee:

- Preparation: Come prepared for each meeting with questions, topics, or issues to discuss.
- Engagement: Actively participate in discussions and activities.
- Action: Follow through on agreed-upon action items and make use of the mentor's advice.
- Communication: Keep the mentor informed about progress and challenges.

3. Meeting Schedule

Meetings will occur at least once every 3 months, last 15-60 minutes, and be held in person or online as needed. Both parties will prepare an agenda and share relevant materials in advance.

4. Confidentiality and Respect

All information shared during the mentorship will be kept confidential. Neither party will disclose sensitive or personal information without consent. Both parties agree to engage respectfully and professionally.

5. Feedback and Evaluation

Both parties will provide feedback on the mentoring process regularly to ensure alignment with goals and expectations.

6. Termination of Mentorship

While the duration of mentoring relationships can vary based on individual circumstances, we aim to sustain our mentoring relationship for at least one year. However, either party may terminate the mentorship with prior notice if the arrangement is no longer meeting expectations or if unforeseen circumstances arise.

By signing this agreement, both the mentor and the mentee acknowledge and agree to the terms and conditions outlined above. This agreement represents a commitment to a professional and mutually respectful mentoring relationship.

Mentor Signature: _____



Mentee Signature: _____

Date: _____

Date: _____

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MENTOR REPORT

SR NO.	CRITERIA	MENTEE 1	MENTEE 2	MENTEE 3	MENTEE 4	MENTEE 5
A	The mentee was punctual and regular for the session.	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
B	The mentee was willing to learn and take initiative.	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
C	The mentee communicated his/her needs positively.	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
D	The mentee is maintaining a healthy work-life balance.	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
E	Is mentee facing any social issues related to campus and hospital environment?	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

MENTORS SIGNATURE

MENTORS NAME

DATE

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RCoD MENTORSHIP PROGRAM
Mentorship Session Feedback Form
(To be filled by the Mentee)

Mentee's Name: _____ Mentor's Name: _____

Date: _____ Session number: _____

Please rate the following on a scale of 1 to 5

		1 Strongly Agree	2 Agree	3 Neutral	4 Disagree	5 Strongly Disagree
A	The mentor was approachable.					
B	The mentor was effective in addressing my concerns.					
C	The mentor helped me set and achieve goals effectively.					
D	I am satisfied with the session conducted by my mentor.					

2- How can the mentor improve future sessions?

3- Do you wish to apply for a change of mentor?

Yes / No

If yes, please provide your reasons for this request.

Mentee's Signature: _____ Date: _____

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Standard Operating Procedures (SOPs) for a mentorship program

Mentor and mentee Selection:

- In our mentorship program, mentors and mentees are selected through a random allocation process.
- Additionally, to maintain objectivity and avoid conflicts of interest, faculty members of the same class will not be assigned as mentors to their own students.
- All first-year students are required to participate in this program. Participation is optional for students in subsequent years.

Mentee- mentor ratio:

To ensure effective mentorship and adequate support, each mentor will be assigned a maximum of **2-3 mentees**. This ratio allows for:

- Personalized attention and guidance
- A balanced workload for mentors, enabling them to provide dedicated support to their mentees.

Mentorship Meeting Frequency

- Mentors and mentees should meet at least **once every three months for 15-60 minutes session**.
- All meetings will be arranged and managed through registration forms (Hard copy) or via the **Learning Management System (LMS)**.
- The first meeting between mentor and mentees will comprise a group mentoring session. However, if a mentee requires a one-on-one session, they can inform the mentor and a separate meeting will be arranged through the Learning Management System (LMS).
- Committee members will convene quarterly to review program progress, discuss challenges, and plan future activities.

Feedback Mechanism

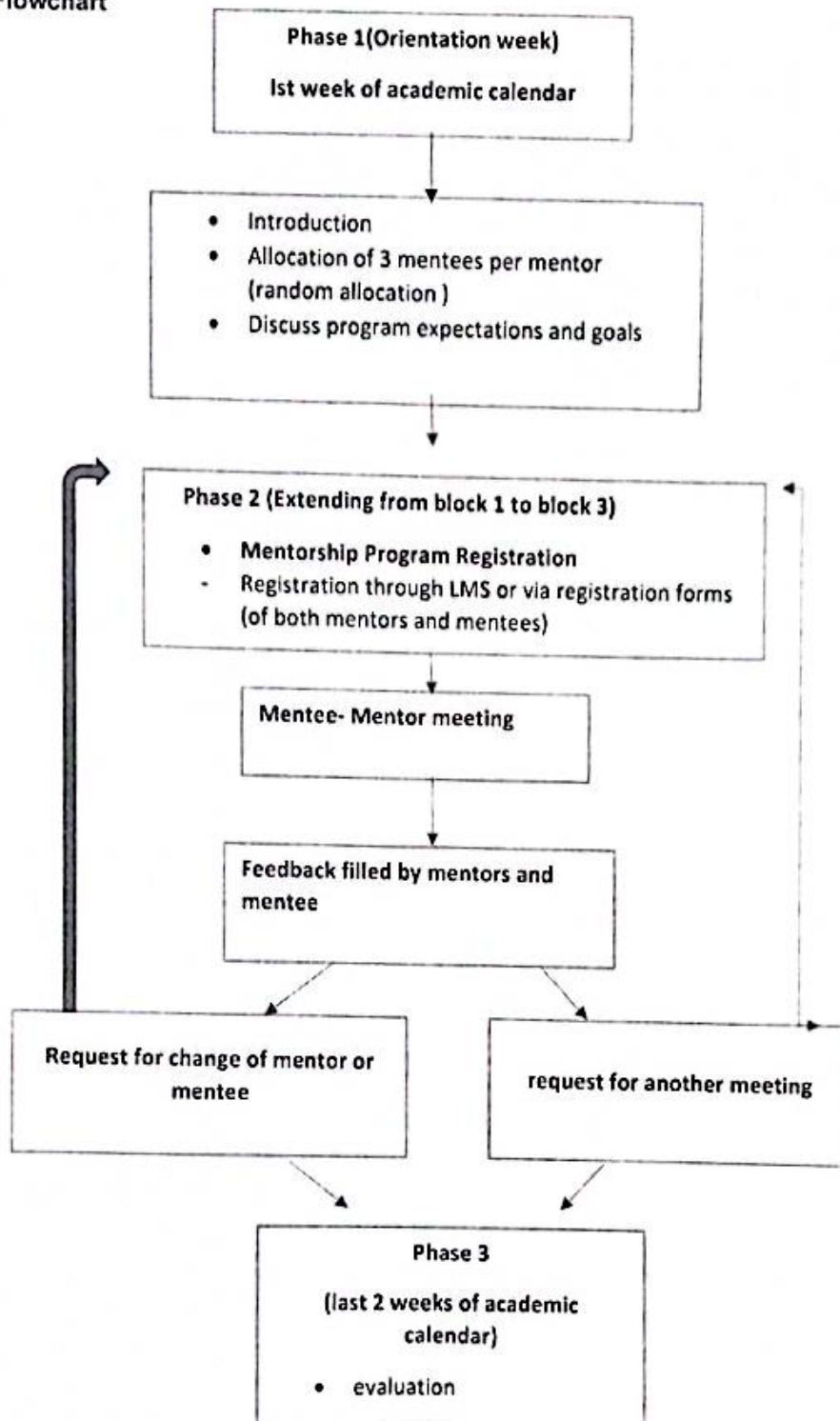
To ensure continuous improvement and effectiveness of the mentorship program, a feedback mechanism will be implemented.

- After every meeting, mentors and mentees will complete a feedback form.
- The feedback forms will be reviewed and evaluated by the committee members.

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Flowchart



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